



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

INVESTMENT OFFICER

Class No. 000286

■ CLASSIFICATION PURPOSE

To assist with the management of investments of County monies; to administer the cash management program; to issue County tax anticipation notes and special district bonds; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a classification in the unclassified service allocated only to the Treasurer/Tax Collector. Incumbents report to the Chief Investment Officer, and have significant responsibility for formulating policy and coordinating the investments of the County and special district monies. Incumbents are special assistants to an elected official, the Treasurer/Tax Collector, pursuant to Section 908.2 (a) of the County Charter.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Analyzes County cash flow requirements.
2. Identifies funds available for investment.
3. Formulates and implements policies and procedures on the investment of County monies and the administration of the cash management program.
4. Analyzes economic and financial trends and money market conditions for investment opportunities in government securities, banker's acceptances, and negotiable certificates of deposit.
5. Represents the Treasurer/Tax Collector in the issuance of County tax anticipation notes and special district bonds.
6. Invests available funds to realize maximum return on County investments.
7. Negotiates the purchase and sale of securities.
8. Manages a computerized cash-flow projection and investment system.
9. Orders and directs the transfer of funds and securities to implement decisions.
10. Reviews County investment portfolio performance.
11. Compiles data for, and presents reports to the Board of Supervisors, the Chief Administrative Officer and others as requested.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Investment principles and practices relative to government securities, banker's acceptance and negotiable certificates.
- Operation of a large and complex treasury investment system.
- Money markets and how it is affected by economic trends.
- Interest and yield computations on various types of security instruments.

- Short and long-term fixed income investments including coupon and discount issues.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Evaluate and interpret economic and financial information from many sources to assess current and future economic and money market conditions.
- Apply assessments of economic and financial conditions to current investment decisions in order to achieve the highest earnings on investments consistent with acceptable risk.
- Negotiate the purchase and sale of investment instruments at prices most favorable to the County.
- Recognize and develop new investment vehicles, and prepares draft legislation for legal implementation.
- Use computerized cash flow forecasting and investment decision programs, including the operation of on-line hardware in a cost-effective manner.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with all levels of staff, management and investment officers in the financial community.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree in finance, accounting, economics, or a closely related field AND three (3) years of experience managing a multimillion-dollar investment portfolio for fixed income.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Revised: May 7, 1999

Reviewed: April 2004